

HENLEY-ON-THAMES TOWN COUNCIL

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COUNCIL OFFICES
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COUNCILLORS ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE

to be held on

THURSDAY 6 JUNE 2013 AT 9.00AM

in

**THE COUNCIL CHAMBER, TOWN HALL
HENLEY-ON-THAMES**

A handwritten signature in black ink, appearing to read 'Mike Kennedy'.

Mr M Kennedy
Town Clerk
30 May 2013

MEMBERSHIP

Councillor S Gawrysiak (ex-officio)
Councillor M Akehurst
Councillor W Hamilton
Councillor H Hinke
Councilor D Nimmo-Smith

Members are reminded to sign the attendance book

A G E N D A

1. APOLOGIES FOR ABSENCE

TO RECEIVE apologies for absence.

2. TO RECEIVE DECLARATIONS OF INTEREST

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. A member with a disclosable pecuniary interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he/she has obtained a dispensation from the council; and not seek improperly to influence a decision about that matter.

3. PUBLIC PARTICIPATION SESSION

The Council will set aside a period at the commencement of each meeting when members of the public can ask questions or make statements. The following rules shall apply:

You may ask questions or make a statement on any item included on the agenda. The session, which is also open to Councillors who may have a personal and prejudicial interest on any item included on the agenda, will last for a period of up to 10 minutes (but capable of being extended at the Chairman's discretion).

Questions from the town's residents will take priority, followed by property owners, businesses and then non-residents. All speeches shall last for no more than 2 to 3 minutes.

4. MINUTES

TO APPROVE the Minutes of the Meetings of the Neighbourhood Planning Governance Committee held on 24th and 28th May 2013 (attached).

5. EXCLUSION OF THE PUBLIC AND THE PRESS

TO EXCLUDE the public and the press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential.

6. CONFIDENTIAL

TO CONSIDER the appointment of a Planning Consultant on the Joint Henley and Harpsden Neighbourhood Plan.

7. DATE OF NEXT MEETING

HENLEY-ON-THAMES TOWN COUNCIL

**MINUTES OF THE NEIGHBOURHOOD PLANNING GOVERNANCE
COMMITTEE HELD ON FRIDAY 24 MAY 2013 AT 9.00AM IN THE
COMMITTEE ROOM, TOWN HALL, HENLEY-ON-THAMES.**

Present: Councillor D Hinke (Chair)
Councillor M Akehurst
Councillor W Hamilton
Councillor D Nimmo-Smith
Councillor S Gawrysiak Town Mayor (ex officio),

In attendance: Councillor K George (Harpsden PC)
Councillor M Plews (Harpsden PC)
Mrs S Tipple Clerk to the Harpsden Parish Council
Mr M W Kennedy – Town Clerk
Mrs P Price-Davies – Committee Administrator
Dr L Murfett – Principal Policy Officer, SODC

3 Members of the Public
1 Member of the Press

1. **ELECTION OF A CHAIRMAN**

The Mayor called for nominations for the election of Chairman for the year 2013-14. It was **RESOLVED**

**that Councillor D Hinke be elected Chairman of the
Neighbourhood Planning Governance Committee for the year
2013-14.**

2. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor W Hamilton.

3. **DECLARATIONS OF INTEREST**

None.

4. **PUBLIC PARTICIPATION SESSION**

Dr B Wood, Blandy Road

Dr B Wood raised the issue of ownership of a bridleway between Blandy Road and Gillotts Field. The Chairman assured him that the issue of ownership of any potential development sites would be thoroughly investigated by the appointed Planning Consultant.

Dr L Murfett, SODC

Dr L Murfett reported that the Neighbourhood Plan Area six week consultation process was completed on the 17 May 2013 and that there had been 14 responses to date and that they were overwhelmingly positive. It was now moving forward to the designation process and she anticipated that this would also be completed in the next 2-3 weeks.

5. **MINUTES**

The minutes of the meeting held on the 12th April 2013 were approved and signed by the Chairman as a true record.

6. **PROGRESS ON THE ROAD MAP**

The Chairman confirmed that Road Map was moving forward and that once the Planning Consultants were appointed it would be updated. He noted that this road map would then be forwarded to SODC as a key component in the application for funding.

7. **PROGRESS ON THE WEBSITE DEVELOPMENT**

The Chairman updated the Committee on the development of the website which was being compiled by a local designer on a voluntary basis. It was being hosted as a unique, dedicated website that was independent of the Henley Town Council with its own contact telephone number and its registered office being Henley Town Hall. It was hoped that it would be live within the next two weeks.

8. **UPDATE ON THE APPOINTMENT OF CONSULTANTS**

The Chairman confirmed that four tender bids for the appointment of the Planning Consultant on the Joint Henley Harpsden Neighbourhood Plan had been received from:

*Tibbalds;
Broadway Malyan;
Design Council Cabe; and
Navigus Planning in association with Place Studio*

The Town Clerk had devised a scoring system that would be distributed to all members along with each tender so that each member would be able to compile a score for each bid based on the criteria listed in the original specification in preparation for the short-listing stage. This process would ensure that each bid was fairly and transparently assessed. It was agreed that the four tender bids would be evaluated at the next meeting of the Neighbourhood Planning Governance Committee.

9. **FUNDING FOR THE NEIGHBOURHOOD PLAN**

The Chairman confirmed that applications for funding would be submitted to SODC and Locality UK on the appointment of the Planning Consultant as the Project Plan would then be completed and the full cost implications would be known.

10. **BUDGET REPORT**

Members received and considered an updated budget (copy attached to the minutes). It was noted that a lot of professional In-Kind support was not included in the budget but as members of the business community were increasingly getting involved in varying capacities, this would be accounted for in future budget reports. It was **RESOLVED**

that the budget be noted.

11. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed for Tuesday 28 May 2013 at 5pm when the tender bids for the appointment of the Planning Consultant on the Joint Henley Harpsden Neighbourhood Plan would be evaluated.

The meeting closed at 9.25am.

ppd

Chairman

HENLEY-ON-THAMES TOWN COUNCIL

**MINUTES OF THE NEIGHBOURHOOD PLANNING GOVERNANCE
COMMITTEE HELD ON TUESDAY 28 MAY 2013 AT 5.00PM IN THE
COMMITTEE ROOM, TOWN HALL, HENLEY-ON-THAMES.**

Present: Councillor D Hinke (Chair)
Councillor M Akehurst
Councillor W Hamilton
Councillor D Nimmo-Smith
Councillor S Gawrysiak Town Mayor (ex officio),

In attendance: Councillor K George (Harpsden PC)
Councillor M Plews (Harpsden PC)
Mrs S Tipple Clerk to the Harpsden Parish Council
Mr M W Kennedy – Town Clerk

12. **APOLOGIES FOR ABSENCE**

There were no apologies for absence as all Members of the Committee were in attendance .

13. **DECLARATIONS OF INTEREST**

None.

14. **PUBLIC PARTICIPATION SESSION**

None.

15. **EXCLUSION OF THE PUBLIC AND THE PRESS**

It was moved by the Chairman and

RESOLVED that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which were about to be discussed were considered to be confidential.

**MINUTES OF THE CONFIDENTIAL SESSION OF THE MEETING OF
NEIGHBOURHOOD PLANNING GOVERNANCE COMMITTEE HELD ON 28 MAY
2013.**

CONFIDENTIAL

16. **TO EVALUATE THE TENDER BIDS FOR THE APPOINTMENT OF THE
PLANNING CONSULTANT ON THE JOINT HENLEY AND HARPSDEN
NEIGHBOURHOOD PLAN.**

The Chairman proposed and the Committee agreed that Councillors George and Plews be invited to the table and that Mrs Tipple be invited to remain as an observer in her capacity as Clerk to the Harpsden Parish Council.

Members had before them the completed tender submission bids received and opened by the Town Clerk in the presence of the Chairman on Thursday 23 May, 2013, copies having been previously circulated.

Each bid was assessed having regard to both qualitatively and quantifiably evidence submitted. Councillors had previously evaluated each of the four bids against five specific criteria: value for money; quality of submission; technical merit of the proposal and capacity to deliver; management and communications and community engagement, each one scoring 20%.

Members exchanged this information, each in turn expressing their own views on the quality of the bids received which were generally all found to be very professionally presented.

Having regard to the five identified criteria and the specific considerations for each, it was

RESOLVED that the following companies be shortlisted and invited to attend for interview:

**Broadway Malyan;
Design Council Cabe; and
Navigus Planning in association with Place Studio**

17. **DATE OF NEXT MEETING**

The date of the next meeting was confirmed for Thursday 6 June 2013 at 9.00am when the three short listed companies would be invited to attend for interview and make a presentation.

The meeting closed at 6.20pm.

Chairman
6.6.13